

# Business Proposal Letter Template

**Subject:** Proposal for Strategic Collaboration between [Your Company Name] and [Recipient Company Name]

**Date:** [Date]

**From:** [Your Name], [Your Title]

**Company:** [Your Company Name]

**Address:** [Your Address]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

**To:** [Recipient Name], [Recipient Title]

**Company:** [Recipient Company Name]

**Address:** [Recipient Address]

**Email:** [Recipient Email]

## Cover Letter Sample

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Company Name]. I am reaching out to discuss a potential collaboration between our companies that I believe would be mutually beneficial and contribute to our shared goals of growth and innovation.

Having researched [Recipient Company Name]'s impressive track record in [relevant industry or field], I am confident that a partnership could enable us to combine our strengths and resources, resulting in greater value for both parties and our customers.

## Business Proposal

At [Your Company Name], we specialize in [briefly describe your company's products/services/USP]. Our proposal aims to create a strategic alliance where both our businesses can:

- Leverage each other's core expertise and network
- Expand our service offerings to new client bases
- Increase operational efficiencies and reduce costs
- Co-host events and joint marketing initiatives
- Share insights and best practices for mutual growth

We suggest initiating this collaboration by [briefly outline a suggested first step, e.g., co-developing a product, running a pilot program, or organizing a joint event]. Our team is eager to discuss this opportunity further and develop a plan tailored to achieving our collective objectives.

Enclosed, you will find additional information about [Your Company Name] and the proposed collaboration framework. We are flexible and open to adapting our approach to best suit your vision and needs.

Thank you for considering this proposal. I look forward to the possibility of working together and am available at your convenience to discuss the next steps.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

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## Enclosure: Company Overview (Optional)

**About [Your Company Name]:**

[Brief description of your business, major achievements, mission statement, and why your company would be an ideal partner.]